

Settlement Proposal Letter

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Proposal for Settlement of [Brief Description of the Issue]

I am writing to propose a settlement regarding [briefly describe the issue at hand]. After extensive discussions and considerations, we believe that reaching an amicable resolution is in the best interests of both parties involved.

In light of the above, we propose the following terms for settlement:

- Term 1: [Detail of the term]
- Term 2: [Detail of the term]
- Term 3: [Detail of the term]

We believe these terms provide a fair and equitable solution, allowing both parties to move forward positively. We request that you review this proposal and provide us with your feedback by [insert response deadline].

We appreciate your attention to this matter and look forward to your prompt response.

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Address]

[Your City, State, Zip Code]

[Your Email Address]

[Your Phone Number]